
COMMONWEALTH OF VIRGINIA



OFFICE OF THE GOVERNOR

Executive Order 9 (2002)

Commonwealth Hiring Guidelines

At all times the Commonwealth of Virginia must use its available resources efficiently and effectively. This is particularly true during any period of budgetary constraints. Given the recent decline in revenues brought on by deteriorating economic conditions in the nation and in Virginia, it is now necessary to implement hiring guidelines to ensure the best use of the Commonwealth's scarce resources and the high-quality, timely delivery of essential services.

By virtue of the authority vested in me as Governor under Article V of the Constitution of Virginia, and Sections 2.2-103, 2.2-200, and 2.2-214 of the *Code of Virginia*, and Section 4-7.01c of Chapter 1073 of the 2000 Acts of Assembly (2000 Appropriations Act), and subject to my continuing and ultimate authority and responsibility to act in such matters, I hereby direct all Cabinet Secretaries and agency heads of the Commonwealth of Virginia to use hiring policies and procedures that will manage employment in the Executive Department without adversely affecting the delivery of essential government services.

I hereby establish the following hiring procedures for all Secretaries and agency heads in the Executive Department effective immediately.

1. Prior written approval by the appropriate Secretary must be received before an agency may advertise or fill any vacant position.
2. Agency Heads will provide their respective Secretary with a request, using a format provided by the Secretary of Administration, for each

position they wish to fill. For positions that qualify for continuous recruitment, the agency will submit one request.

3. The Secretary will review the agency request, and may approve or deny the request. The Secretary will provide a written decision to the respective agency head.

I hereby direct the Secretary of Administration to provide all executive branch agencies with appropriate procedures for complying with the provisions of this Executive Order.

State employees are one of the most valuable assets of the Commonwealth, and high quality and timely service delivery to our citizens is of the utmost importance. These guidelines for hiring will be implemented so long as they can be achieved without adversely affecting the delivery of essential services and without impairing important governmental functions. Therefore, the guidelines for hiring outlined herein shall not apply to positions assigned to agencies and institutions that provide direct services pertaining to public safety, patient care, and public health. These guidelines also shall not apply to:

1. State-supported colleges and universities, including the Virginia Community College System and state teaching hospitals.
2. The Department of State Police.
3. Licensing staff at the Department of Social Services.
4. Visitor services staff at state museums.

These procedural requirements are not to be construed to be in conflict with Section 4-6.05, Selection of Applicants for Classified Positions, and Section 4-7.01, Manpower Control Program, of Chapter 1073, 2000 Virginia Acts of Assembly, or with Sections 2.2-2900 through 2.2-2905 of the Code of Virginia (the Virginia Personnel Act). The information in the required reports does not address specific job applicants or previous administrative hiring actions and is intended to solely ensure that human and fiscal resources are managed efficiently and effectively.

This Executive Order rescinds Executive Order 26 (98), Maintaining a Lean, Efficient and Effective Government Workforce, issued by Governor James Gilmore.

This Executive Order shall be effective upon its signing, and shall remain in full force and effect until June 30, 2006, unless amended or rescinded by further executive order. Given under my hand and under the Seal of the Commonwealth of Virginia, this 22nd day of February 2002.

Mark R. Warner, Governor

Attest:

**Secretary of the
Commonwealth**